



Certified Assessment and Credentialing Professional

Assessment & Maintenance Process:

Part 4

Eligibility and Practicum

Scoring Rubrics

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Eligibility Reviewers’ Summary Assessment

# Directions for Reviewer

* **Insert the application I.D. number and your name in the header.**
* Evaluate the candidate’s description of past work experience as it relates to each standard. The applicant is required to document past experience in at least five of the nine standards. There is no time constraint on the past experience portion. Consider the entire body of the work. *Look for indications of the performance listed.* Calculate the number of points per selected standard. Place the number of points in each row of the table.
* In those situations where you believe the applicant lacks sufficient experience, please add a comment. This comment and that of your co-reviewer(s) will be sent to the candidate as feedback with which to improve their application.
* Complete the Reviewers statement below.
* Return the completed Review form electronically to certifications@tifpi.org. Please use the following subject title, “CACP Experience Review for {applicant number}”.

\_\_\_ I have reviewed the body of work contained in this application and believe this candidate meets the experience requirements.

\_\_\_\_ I have reviewed this application and do not believe this applicant‘s experience meets five Standards for the CACP Certification. I have annotated my comments for each Standard to assist the Certification Commission in providing constructive feedback to the candidate.

Reviewer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Scoring Instructions for Reviewer

* Candidate must earn a minimum of 10 points in five of the nine standards
* Each performance in each standard is worth 2 points
* Each standard contains 7 performances, allowing candidate to earn as many as 14 points per standard.
* Transfer points earned in each standard to the Scoring Summary table on this page, and total all points

|  |
| --- |
| **CANDIDATE SCORING SUMMARY** |
| Executive Summary | Experience Score | If scored “Insufficient” describe what experience the candidate needs to gain. If you need additional space, insert an additional page below. |
| 1. Define the Need or Opportunity
 |  |  |
| 1. Determine the Requirements
 |  |  |
| 1. Design the Program
 |  |  |
| 1. Develop the Assessment Instruments & Process
 |  |  |
| 1. Establish a Governance Process
 |  |  |
| 1. Market a Credential
 |  |  |
| 1. Implement and Administer a program
 |  |  |
| 1. Measure and Report
 |  |  |
| 1. Continuously improve a credential
 |  |  |
| **Total Score** | 00 |  |

|  |
| --- |
| Each performance is worth 2 points. The Candidate must earn 10 points to satisfy each standard. Each performance is worth 2 points. The Candidate must have 10 points to satisfy a standard. If the candidate scores fewer than 10 points, mark the standard as insufficient. |
| **Standard 1: Define the Need or Opportunity** Standard 1 PerformancesThe candidate either did, oversaw, or facilitated the following:1. Engaging stakeholders in defining the need or opportunity.
2. Articulating the business case or rationale for doing the credential.
3. Defining the stakeholders or vested interests (people and organizations impacted by the lack or presence of a credential).
4. Defining the target audience (people who would pursue the credential).
5. Defining the metrics for evaluating the effectiveness of the credential.
6. Defining the people and technology resources required to actualize the credential.
7. Defining of how the credential will be marketed.
 | Number of points earned \_\_\_\_\_ |

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| --- | --- |
| **Standard 2: Determine the Requirements**Standard 2 PerformancesThe candidate either did, oversaw, or facilitated the following:1. Conducting a JTP Analysis.
2. Creating methods to poll the opinions of experts, target audience, and stakeholders.
3. Getting input from multiple sources to corroborate the initial opinions.
4. Analyzing the results.
5. Creating the domains or standards.
6. Weighting of the domains or criteria.
7. Deciding on the requirements for achieving the credential.
 | Number of points earned \_\_\_\_\_\_\_  |
| **Standard 3: Design the Program**Standard 3 PerformancesThe candidate either did, oversaw, or facilitated the following:1. Defining the eligibility requirements.
2. Creating a self-assessment or readiness check for candidates.
3. Defining the recertification or maintenance requirements.
4. Defining the procedures for handling exceptions.
5. Defining the procedures for approving experience.
6. Defining the procedures for approving education or training.
7. Creating a code of ethics or code of conduct.
 | Number of points earned \_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Standard 4: Develop the Assessment Instrument(s) and Process**Standard 4 PerformancesThe candidate either did, oversaw, or facilitated the following:1. Creating the assessment tool (questions, checklists, portfolio reviews)
2. Training experts to write items, create checklists
3. Conducting a study to confirm the assessment tools discriminate appropriately (alpha and beta tests)
4. Conducting a study to confirm the workability of the assessment (timing, candidate access to online testing technology, security)
5. Developing procedures for administering the assessment
6. Setting the pass score
7. Publishing of the assessment
 | Number of points earned \_\_\_\_\_\_ |
| **Standard 5: Establish a Governance Process**Standard 5 PerformancesThe candidate either did, oversaw, or facilitated the following:1. Creating an oversight body that represented key stakeholders.
2. Establishing the independence of the oversight body.
3. Creating the governance By-laws or Policy Manual.
4. Developing procedures for selecting and approving people to serve on the oversight body including being nominated or assigned, terms of office, and removal.
5. Developing procedures for selecting a public member to serve on the Oversight body.
6. Developing policies for handling appeals or exemptions.
7. Developing policies for handling ethics violations.
 | Number of points earned \_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Standard 6: Market the Credential**Standard 6 PerformancesThe candidate either did, oversaw, or facilitated the following: 1. Describing the value proposition of the credential
2. Creating a marketing plan
3. Creating a communication plan including channels
4. Creating messages that were accurate, congruent, and complied with plans
5. Creating incentives for candidates or sponsors
6. Setting up venues for facilitating dialogue about the credential (town hall meetings, Webinar sessions)
7. Evaluating the effectiveness of marketing effort
 | Number of points earned \_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Standard 7: Implement and Administer the Program** Standard 7 PerformancesThe candidate either did, oversaw, or facilitated the following:1. Securing of the human and financial resources necessary to administer the credential.
2. Generating of reports relevant to candidate status, assessment performance.
3. Developing administrative policies and financial controls.
4. Determining and complying with security requirements.
5. Determining and securing the required technology and systems.
6. Executing the administrative duties including:
	* Register candidates
	* Process applications
	* Process recertification applications
	* Administer and score assessments
	* Confirm compliance with other elements such as readiness checks, training, and payment of fees
	* Confirm compliance with recertification requirements
	* Maintain candidate records
	* Print certificates
	* Communicate with applicants and certificants
	* Track and respond to requests for appeals, exceptions, and ethics violations
7. Monitoring and coordinating vendor agreements.
 | Number of points earned \_\_\_\_\_\_ |

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| **Standard 8: Measure and Report the Impact** Standard 8 PerformancesThe candidate either did, oversaw, or facilitated the following:1. Collecting and analyzing the agreed on information (metrics) to evaluate the performance (worth and impact) of the credential.
2. Collecting and analyzing the agreed on information (metrics) to evaluate market impact (number applying, passing).
3. Collecting and analyzing demographic information about candidates and certificants (age, geography, education, salary, practice venue, etc.).
4. Establishing methods to capture performance data.
5. Establishing relationships with stakeholder to support the evaluation of the credential.
6. Reviewing results for trends in candidate demographics, assessment results, and so forth.
7. Reporting results to stakeholders and marketing.
 | Number of points earned \_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Standard 9: Continuously Improve the Program**Standard 9 PerformancesThe candidate either did, oversaw, or facilitated the following:1. Conducting a needs assessments of candidates and certificants.
2. Conducting satisfaction studies of certificants and stakeholders to identify changes and trends.
3. Conducting internal studies to improve to identify inefficiencies and opportunities to operate more efficiently and effectively.
4. Implementing improvements to administration.
5. Implementing improvements to the credential’s requirements.
6. Implementing improvements to certificants’ interface with the organization.
7. Publishing of the improvements made.

  | Number of points earned \_\_\_\_\_\_ |

Practicum Reviewers’ Summary Assessment

# Directions for Reviewer

1. Evaluate the candidate’s practicum. Rate each section using the rubric provided. Place ratings in the summary rating table.
2. In those situations where you believe the applicant’s practicum has **NOT** satisfied the performances agreed on, please add a comment. This comment and that of your co-reviewer(s) will be sent to the candidate as feedback with which to improve their application.
3. Complete the Reviewers statement below.
4. Return the completed Review form electronically to certifications@tifpi.org. Please use the following subject title, “CACP Practicum review for {applicant name}”.

\_\_\_ I have reviewed the body of work contained in this application and believe this candidate qualifies for the CACP Certification.

\_\_\_\_ I have reviewed this application and do not believe the applicant‘s practicum satisfied the agreed on performances. I have annotated my comments to assist the Director of Certification in providing constructive feedback to the candidate.

Reviewer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Check the Applicable Standards agreed on for the Practicum | Did the applicant fulfill the agreement? If no, add comment.  |
|  | 1. Define the Need
 |  |
|  | 1. Determine the Requirements
 |  |
|  | 1. Design the Program
 |  |
|  | 1. Develop the Assessment Instruments & Process
 |  |
|  | 1. Establish a Governance Process
 |  |
|  | 1. Market a Credential
 |  |
|  | 1. Implement and Administer a program
 |  |
|  | 1. Measure and Report
 |  |
|  | 1. Continuously improve a credential
 |  |
|  |  |
| Check that insights were included |
|  | Insights included |
| Check that the sponsors attestation was received |
|  | Sponsor attestation  |

Note:

* Absence of the attestation or insights is an incomplete.
* Failure to do the standards agreed on is an incomplete.